

Individual and Family Support

Regional Council Charter

Rev. 7/17/17

- I. The Regional Council will be called the Individual and Family Support Program Regional Council (hereinafter referred to as the “Regional Council”).

- II. Purpose

The Regional Council is created for the purpose of advising the Department of Behavioral Health and Developmental Services (DBHDS) on the creation of regional efforts to further the goal of the state Individual and Family Support Program (IFSP) and to assist individuals with developmental disabilities and their family members to access needed person-centered and family-centered resources, supports, services and other assistance. The Regional Council consists of members who are responsible for the local implementation of the action items included in “Virginia’s Individual and Family Support State Plan” (hereinafter referred to as the “Plan”). In coordination with the IFSP State Council, the specific responsibilities of the Regional Council include:

- partnering with DBHDS in order to establish regional subgroups that develop local action plans that support the State Plan,
- supporting DBHDS staff efforts to build local networks to increase the number and types of support received by individuals on the Developmental Disability (DD) Waiver Waitlist, and
- liaisons between the regions and the State Council.

- III. Role of the Council and Members

The role of the Regional Council is to support individuals on the DD Waiver Waitlist by liaising with the State Council to build robust local networks that result in increased local resources. Regional Council members will lead local efforts to recruit individuals and stakeholders to establish and sustain efforts that support the State Plan. The Regional council will also promote local community engagement and coordination with other stakeholders, and give input on the State plan as needed and as requested by the State Council. Specifically, Regional Council members are expected to:

- attend quarterly State Council meetings as the official regional representative,
- provide regular reports on local activities for submission to the State Council and other reports upon requests by DBHDS,
- support the creation of regional coalitions and participate in respective regional meetings, and
- lead local efforts to establish regional work plans and coalitions.

IV. Membership

Composition: The Regional Council shall consist of no more than 13 members total representing each of the DBHDS service regions. Each region should be represented by no fewer than two members and no more than four members per region. Regional membership allocations will be based on DD Waitlist census data with regions having larger populations receiving more membership positions.

Council members will constitute a cross-section of individuals and family members within the target population, professionals in the supportive services fields, advocacy organizations, and other stakeholders. The Regional Council, which is comprised of members from all service regions, must include at least one member on the council who is a self-advocate.

The member must currently reside in the region which he or she represents.

Selection: The IFSP State Council will establish criteria for Regional Council membership. DBHDS will develop a nomination process and application for membership and submit it to the State Council for review and approval. Interested candidates will complete a nomination application and submit it to DBHDS for review. DBHDS staff will submit the nominees for review by the State Council. The Commissioner of the Department or his or her designee will make the final selection.

Term: A term of membership shall last for two years, with one-third of the membership appointed each year. Terms will begin on October 1st.

V. Organizational Structure

Officers: The Regional Council will have no officers.

VI. Procedural Rules

Meetings: The Regional Council will convene quarterly as part of the State Council meeting. Regional Council members are expected to attend at least three quarterly scheduled State Council meetings either in-person or virtually. Regional Council members will be required to present a report on regional activities at the quarterly meetings. In addition to the three quarterly meetings, in-person attendance will be required of Regional Council members at the State Council's annual meeting. This is in addition to the three quarterly meetings.

Minutes: Regional Council updates will be documented as part of the quarterly State Council meeting minutes.

Reports: Each region will develop written quarterly reports on local activities to the State Council and other reports upon request by DBHDS. Reports will be submitted by the respective Regional Council members in writing to the State Council via the Department staff. Each region will present a verbal report at quarterly meetings.

Dismissal: Members who are absent for more than one quarterly meeting will be considered to have resigned their seat. The Commissioner or his or her designee will fill the position.

Public Announcements: Members are expected and encouraged to discuss the policy recommendations within the community. However, members shall not report opinions expressed in meetings, nor shall they report independently on Council actions.

Individual and Family Support

State Council Charter

Rev. 7/13/17

I. The State Council will be called the Individual Family Support Program State Council (herein referred to as the “State Council”).

II. Purpose

The State Council is created for the purpose of advising the Department of Behavioral Health and Developmental Services (DBHDS) on administration of its Individual and Family Support Program (IFSP). The goal of the IFSP is to assist individuals with developmental disabilities (DD) and their family members with accessing needed person-centered and family-centered resources, supports, services and other assistance. The State Council is responsible for developing and maintaining “Virginia’s Individual and Family Support State Plan” (hereinafter referred to as the “Plan”). The specific responsibilities of the State Council include:

- partnering with DBHDS to increase the resources available for individuals with DD and their families,
- developing a State Plan that establishes Virginia’s priorities for a robust statewide individual and family support program,
- establishing an annual set of priorities that supports the advancement of goals and objectives identified in the Plan,
- providing oversight and monitoring of progress towards the Plan’s goals and to assist the department with implementing an annual work plan, and
- recommending operational enhancements to the IFSP Funding Program-including recipient eligibility, administrative processes, marketing, outreach and engagement.

III. Role of the State Council

In collaboration with the Regional Council and local coalitions, the State Council will advise the Department on creating a robust family support program that increases the number of resources for families and individuals and promotes community engagement and coordination with other stakeholders. The State Council will support the development of a state plan and provide oversight and monitoring of the Plan’s action items.

As needed, the State Council will establish ad hoc committees and/or subcommittees that will convene around special topics/issues that are needed to advance the Plan.

IV. Membership

Composition: The State Council shall consist of no more than 13 members representing each of the five DBHDS service regions. Each region shall be represented by no fewer than two members who reside in the region for which they represent. Additional membership slots will be allocated by the State Council based on the census of individuals on the DD Waiver Waitlist with regions with larger waitlist populations receiving more slots.

Council members will constitute a cross-section of individuals, family members, professionals in the supportive services fields, advocacy organizations, and stakeholders. More than 50 percent the positions must be filled by self-advocates who are on the waitlist or family members of an individual who is on the waitlist.

Selection: The IFSP State Council will establish criteria for State Council membership. DBHDS will develop a nomination process and application for membership and submit it to the State Council for review and approval. Interested candidates will complete a nomination application and submit it to DBHDS for review. DBHDS staff will submit the nominees for review by the State Council. The Commissioner of the Department or his or her designee will make the final selection.

Term: A term of membership shall last for one year with one-half of the membership appointed each year. Terms will begin on October 1st. State Council member terms may be renewed up two times to serve no more than three consecutive terms.

V. Organizational Structure

Officers: The State Council will rely on DBHDS staff to perform the functions of officers during the initial State Plan. In the case where staff is not available, the charter will be amended to establish officers, as needed.

VI. Procedural Rules

Meetings: The State Council will meet quarterly or at least four times per year. The State Council may choose to meet more frequently either in person or virtually. One of the three quarterly meetings will be an annual in-person meeting

Minutes: Minutes of each meeting will be kept. Copies will be disseminated to the Council membership after the meeting.

Recommendations and Reports: State Council recommendations and reports will be submitted in writing to the Commissioner via the Department staff. The Department Commissioner will have final approval of items that will be included in the Plan.

Dismissal: Members who are absent for more than one quarterly meeting will be considered to have resigned their seat. The Commissioner or his or her designee will fill the position.

Voting: Voting may be done either in-person or virtually. Two-thirds of the council membership and at least one member from each region must cast a vote in order for the vote to carry.

Public Announcements: Members are expected and encouraged to discuss the policy recommendations within the community. However, members shall not report opinions expressed in meetings, nor shall they report independently on Council actions.